



# U.S. COAST GUARD



## Homeland Security

### Flag Voice 214

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### 2004 ORGANIZATIONAL ASSESSMENT SURVEY (OAS) CONFIDENTIALITY

Surveys such as the CG-OAS always raise issues of confidentiality. I want to address some concerns.

#### ***Is my response confidential?***

Yes. The United States Office of Personnel Management (USOPM) will collect and store the survey data. Individual responses will be combined with others to create summary reports. No one in the Coast Guard will have access to your individual responses. USOPM, not the Coast Guard, will keep all responses. USOPM is required by law to keep individual responses confidential. The tools used to generate reports require at least 10 people to have answered a question before it will generate a report (examples below). USOPM has been doing this survey for over 10 years with many federal agencies.

#### ***You know how many responses my unit has submitted. Don't you know what individuals said?***

No. All of the individual responses are submitted to USOPM. The Coast Guard does not collect the responses. We receive reports from OPM and update a local database. This information includes type of member (e.g., Active Duty, SELRES, Civilian) and Unit. The information we get does not include any responses to opinion questions. We use this information only to ensure we are not overlooking any part of the workforce. The reporting process typically takes OPM 2-3 days from the time a survey is submitted. We regret the delay in providing response information to units but this process is one way we ensure individual confidentiality.

#### ***Will results be available to Unit CO/OINC?***

Yes, within the bounds of confidentiality. At least 10 responses from the unit are required to provide feedback information about the unit. In addition, any individual question requires 10 responses for it to be included in the feedback-if not, it will be blank in the report. In every case, 10 or more people must have answered the question or data is not available. This means that a unit with 20 responses will generate a unit report. But, for example, if the viewer tries to look at only MKs, or women, or O-4s, or any combination of demographic categories, and there are not at least 10 of those responding, the result will not be available. So it would be virtually impossible for anyone to figure out who said what by looking at the survey data.

The CG-OAS is everyone's opportunity to provide feedback about how we're doing as an organization. Please don't pass up the chance. The CG-OAS is available at [www.paassessor.org/survey](http://www.paassessor.org/survey). The survey logon is CGOAS2004 and survey password is CGOAS2004. FAQs are available at [www.uscg.mil/hq/g-w/w-](http://www.uscg.mil/hq/g-w/w-)

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Thank you for your support, and that of the people who work for you.

Regards,

*RADM Kenneth T. Venuto*  
Ken Venuto

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